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This Side Letter Agreement is entered into by the Valley Consortium for Medical Education ("VCME") and the Committee of Interns and Residents Service Employees International Union ("CIR/SEIU").

Representatives from VCME and CIR/SEIU ("The Parties") have met and conferred in good faith and agree to the following regarding how different types of reimbursements will be handled for CIR/SEIU-represented residents:

REIMBURSEMENT POLICY

I. The following items will continue to be reimbursable, provided that each Resident seeking reimbursement submits the correct application to VCME Office by the close of the Academic Year (June 30th) in which the Resident paid for the item, or 90 days, whichever comes later:
   A. USMLE Step 3 or COMLEX Level 3 exam fee, if passed (Article 12.D);
   B. Advance reimbursement for Board exam fees (Article 12.D);
   C. ABOS exam fees for Orthopedic Surgery Residents (Article 12.D); and
   D. Expenses to be reimbursed from education fund (Article 12.E) or otherwise allowed for under Article 12.

II. The following items will continue to be reimbursable, provided that the correct application is submitted to VCME Office by the end of each fiscal quarter in which the expense was incurred:
   A. Travel, Lodging and Meals for courses (including Board exam review course), trainings, conferences, exams or other VCME official business (Article 11.B).
   B. Auto mileage for travel of 50 miles or more (Article 11.B).
   C. There will be a one-week grace period in the following instances:
      1. An expense incurred during the last week of the quarter;
      2. If Resident was sick during last week of the quarter;
      3. If Resident was on Vacation during the last week of the quarter; and
      4. If Resident was at a Conference or taking Board Exams during the last week of the quarter.
   D. VCME will provide reminder(s) of each upcoming quarterly deadline 1 and 2 weeks in advance of each deadline. If VCME fails to provide these reminders, residents have until 2 weeks after the appropriate late reminder is sent to submit their relevant reimbursements under Section II of this Agreement.

III. If a Resident opts to have VCME cover costs up front, the following items will continue to be paid for by VCME on an up-front basis:
   A. Fees for Board exam review course;
   B. Licenses and exams guaranteed in the Parties' Memorandum of Understanding ("MOU") which state that VCME will pay for the expense;
   C. Courses or exams required for employment or California licensure; and

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D. Any other items allowed for under the MOU (including but not limited to, for example, question banks for Step 3).

Note: If a Resident instead opts to cover the costs of items under Section III of this Agreement, those items will continue to be reimbursable and each Resident must correctly submit for all reimbursements per this Agreement and the MOU.

IV. The Parties agree that graduating residents must submit for all reimbursements before their last day of employment at VCME (typically June 30th).

The Parties agree that this side letter aligns with the VCME Business Travel Policy as referenced in Article 11.B.

The Parties agree that where this side letter directly or explicitly contradicts the MOU, the MOU supersedes the side letter (see, especially, Article 12 of the MOU).

CIR/SEIU

By: DocuSigned by: Zach Weinstein 792579745464432...
Name: Zach Weinstein
Title: Northern California Worksite Organizer
Date: 31 January, 2024

By: DocuSigned by: Dr. Mooster 56D3B77CFCF5475...
Name: Jana Mooster. M.D.
Title: CIR Delegate, VCME Residency Program
Date: 31 January, 2024

By:
Name: Ernesto Quinto, M.D.
Title: CIR Delegate, VCME Residency Program
Date: 31 January, 2024

VCME

By: DocuSigned by: Adrian Hutber 1717CC953047449...
Name: Adrian Hutber
Title: Chief Executive Officer
Date: 31 January, 2024

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Certificate Of Completion

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Status: Sent
Subject: Complete with DocuSign: CIR_VCME_Reimbursement_Policy_Final.docx.pdf
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Document Pages: 2
Signatures: 2
Certificate Pages: 5
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Adrian Hutber
14201 Dallas Parkway
Dallas, TX 75254
Adrian.Hutber@tenethealth.com
IP Address: 134.238.202.134

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Zach Weinstein zweinstein@cirseiu.org Security Level: Email, Account Authentication (None)	DocuSigned by: Zach Weinstein 792579745464432... Signature Adoption: Pre-selected Style Using IP Address: 142.254.84.252	Sent: 2/6/2024 11:53:57 AM Viewed: 2/8/2024 10:42:52 AM Signed: 2/8/2024 10:44:03 AM
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Editor Delivery Events	Status	Timestamp

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Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/6/2024 11:53:58 AM
Certified Delivered	Security Checked	2/8/2024 10:42:52 AM
Signing Complete	Security Checked	2/8/2024 10:44:03 AM

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